



MANDATORY BYOD 2023

Contents

Rational.....	1
Policy.....	2
Device Specifications	4
Useful Software Specifications	5
Carlingford High School BRING YOUR OWN DEVICE (BYOD) Student Agreement.....	6

Rational

BYOD (Bring Your Own Device) is a program whereby students are permitted to bring to school a personal computer device to school for use in the classroom.

BYOD provides 1:1 computing capability. Devices used in this way can encourage students to be more productive, provide more opportunities for individualised learning and help to position Carlingford High School students as 21st century learners.

Students will be able to use devices in the classroom under the direction and guidance of the teacher to complete classwork and assignments, access eBooks in subjects such as Mathematics and Science and access the student intranet, Google Classroom and the DEC internet. The focus of BYOD is the use of technology to enhance learning and engagement in the classroom. This does not mean that student devices will be used every day in every lesson. Like any other learning tool the use of the device will depend upon the particular learning activity and this is at the discretion of the teacher or as directed by the subjects program. Use of student electronic devices will blend with other activities such as reading, writing, discussion, debate, group activities and assessment. The use of the student electronic device will vary from day to day.

All students and parents will be required to sign the school BYOD policy agreement **before** a device can be used at school.

It is important that students and parents are aware of the following essential responsibilities before they decide to participate in the BYOD program.

- **Students are responsible for securing and protecting their own devices at school.** The purchase of a school locker is highly recommended. Students and their parents/caregivers are responsible for arranging their own insurance and should be aware of the policy and warranty conditions for their own device. **The school does not accept responsibility for any loss or breakage.**
- Students are solely responsible for the maintenance and upkeep of their devices. This includes the backing up of data and updating of applications including anti-virus software. **Any loss or damage to a device is not the responsibility of the school or Department.**
- Students' devices may be confiscated and returned to parents if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD student user agreement.
- Only devices that meet the required specifications can be used at school (see Device Specifications).



CARLINGFORD HIGH SCHOOL

Developing responsible and independent learners

Policy

- Student BYOD devices must satisfy [set specifications](#) and be capable of connecting to the schools wireless network to support their learning at school.
- Students need to be aware of and read the Carlingford High School's BYOD policy and DoE Student use of digital devices and online services found at: <https://education.nsw.gov.au/policy-library/policies/pd-2020-0471?refid=285859>
- Students and parents/guardians must read and understand these guidelines and sign the User Agreement before students will be permitted to connect a personal computer device to the school's wireless network services. If a student connects a device without a user agreement, they are in breach of the school rules and disciplinary action may be taken.
- Students can only use a personal technology device at school with the knowledge and written approval of parent/guardian and Carlingford High school. The signing and return of CHS BYOD User Agreement constitutes such knowledge and approval. Carlingford High School reserves the right to confiscate any unauthorised device. The school adopts this policy in order to maintain a safe and secure environment for students and staff.
- Students are to use the device for educational purposes. Activities such as downloading files not related to school work, playing computer games or watching movies is not permitted and contravenes the schools acceptable use agreement.
- Students must take full responsibility for the care and maintenance of their own device. Carlingford High School is not responsible for the safety and security of the personal learning device. These responsibilities include:
 - The device should be clearly labelled with student's name and roll class on the back of any device and this should not be able to be easily removed or tampered with.
 - Students are responsible for the backup and secure storage of school files. It is recommended that students back up their work with a portable hard drive or USB flash drive or onto their Department Google Drive.
 - Students are responsible for the proper care of the device including the use of a protective case, costs of repair, replacement or any modifications required to use the device at school.
 - Students need to ensure that they have the device with them at all times, always having the device in line of sight during class and break times and secured in a protective carry case when travelling to and from school.
 - Students should not loan their device to any other person.
 - Managing battery life and regular charging of their device. Devices should be fully charged when brought to school. Students may bring a charger to school to charge their devices.
 - Maintaining up to date anti-virus software and operating system on their device.
 - Taking insurance coverage of their own device to protect from accidental damage, theft or loss
 - Students are responsible for ensuring that the operating system and all software on their device are legally and appropriately licensed.
- Students are not to use any electronic device to record audio or video or take pictures of any student or staff member without their permission.
- Cyber-bullying will not be tolerated. Students are not permitted to use technology to harass, threaten, humiliate, intimidate, annoy or threaten any member of the school community and breaches will be subject to normal school disciplinary procedures.



CARLINGFORD HIGH SCHOOL

Developing responsible and independent learners

- Carlingford High School reserves the right to inspect any device if a student is suspected of being engaged in misconduct or violating the DEC or School policies, administrative procedures, school rules or the CHS Student User Agreement when using the device. Violations may result in the loss of the privilege to use the device at school and/or disciplinary action.
- Student devices are not covered by NSW Treasury Managed Fund. The student MUST accept FULL responsibility for the care and use of their own device. In particular, the school does not accept responsibility for theft or loss of the device or its parts and accessories.
- In cases of malicious damage of a student's device, existing school policies and processes for damage to schools or another student's property apply.

Technical Assistance or Advice

- Carlingford High School is not obliged to provide hardware or technical support for personal devices. Basic assistance around connectivity to the wireless network will be provided when students see the IT department in the school library before school or during recess and lunch.
- The school IT department will assist students in connecting their devices to the internet, this process will be coordinated in the first few weeks of school.
- The school cannot undertake to provide technical assistance to students for hardware and software problems that may arise with personal devices. **If a personal device were to malfunction during a lesson, the student would be required to continue with classwork in a conventional manner.**
- The student is responsible for ensuring that the required software and applications are installed on their device as well as current anti-virus software and must continue to maintain the latest service packs, updates, and anti-virus controls.
- The school's Wi-Fi network operates on a 5GHz frequency. Devices that do not support this standard will not be able to connect. A converter will need to be purchased additionally in these cases.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords may compromise security and result in unauthorised access to files.

- Students must follow these guidelines:
 - Students should not share or reveal their passwords to another individual.
 - Students should have strong passwords and suitable privacy controls.
 - Students must log in under their own name and are not to use a computer or resource that has been logged in under another name.
 - Any student identified as a security risk or proven to be an irresponsible user may be denied access to the network.
 - Students are responsible for installing appropriate anti-virus software and ensuring such software is updated on a regular basis.
 - Ensure that the operating system and all software on their device are legally and appropriately licensed.

Intellectual property and Copyright

Students must comply with all copyright standards. Students must not plagiarise, copy, transmit or download any copyright material without appropriate permissions.



CARLINGFORD HIGH SCHOOL

Developing responsible and independent learners

Device Specifications

In order for students to utilise the Department of Education System the device must be either Windows or Apple Mac due to many resources not supporting iPad or Chromebook machines. iPad are NOT approved as a device for Carlingford High School.

A mobile phone is NOT an approved device for BYOD.

Essential Requirements

- Wireless hardware must support 5GHz Wi-Fi networks (2.4GHz WiFi is NOT compatible with the school wireless)
- Minimum screen size 10.9"
- 8GB memory or higher (RAM)
- 256GB or larger storage capacity
- Battery life of 7+ hours or with an extended battery (The school cannot guarantee charging resources so the battery must last an entire school day)
- Must contain a physical keyboard (either a laptop or tablet PC with detachable keyboard)
- Must contain antivirus software (at cost to the student)
- Insurance for accidental loss and breakage (take home school loan devices will not be provided during repair periods)

Device Specific Requirements

Windows Devices	Apple Mac Devices
<input type="checkbox"/> Windows 10 or Higher	<input type="checkbox"/> Apple Mac OSX 10.12 (Sierra) or Higher
<input type="checkbox"/> Intel i5 (2.4-3.8 GHz) or equivalent processor	<input type="checkbox"/> 2018 or newer device
	<input type="checkbox"/> USB port dongle or adaptor

Recommended Requirements

- Protective case
- USB ports for peripherals and storage
- Maximum weight no more than 2kg

Not approved devices and specifications

- iPad
- Chromebooks
- Devices only compatible with 2.4GHz WiFi
- Screen sizes less than 10.9"



CARLINGFORD HIGH SCHOOL

Developing responsible and independent learners

Useful Software Specifications

Students will be assisted in downloading and installing software during the first few weeks of school. Parents are not required to purchase the following software.

- Microsoft Office
- Adobe Creative Cloud
- Python IDLE
- Fusion 360

The Department of Education does not provide student access to free anti-virus software. You can download and install a subsidised student version of Norton at the following link once students have a Department of Education account.

- Anti Virus Software – [Norton Software download \(Student discount\)](#)

Yours sincerely,

David Krust
Principal



CARLINGFORD HIGH SCHOOL

Developing responsible and independent learners

Carlingford High School BRING YOUR OWN DEVICE (BYOD) Student Agreement

All Students and Parents must read and sign the BYOD Student Agreement, unless otherwise directed by the Principal.

Acceptable usage for students:

- ✓ I will use only the department's Wi-Fi network primarily for learning at school.
- ✓ I will use my device during school activities with the permission and direction of the teacher.
- ✓ I will use my own portal/internet log-in details and will not share them with others.
- ✓ I will stay safe by not giving my personal information to strangers.
- ✓ I will not hack or bypass any hardware and software security implemented by the department or my school.
- ✓ I will not use my own device to knowingly search for, link to, access or send anything that is:
 - Offensive or pornographic, threatening, abusive or defamatory or considered to be bullying.
- ✓ I will report inappropriate behaviour and inappropriate material to my teacher.
- ✓ I understand that my activity on the internet is recorded and that these records may be used in investigations, Court proceedings or for other legal reasons.
- ✓ I acknowledge that the school cannot be held responsible for any damage to, or theft of my personal device.
- ✓ I understand that I must bring the device to school fully charged every day.
- ✓ I understand that technical support at school is limited to helping me access the schools wireless network only, not hardware faults.
- ✓ I understand that take home school loan devices will not be provided during personal device repair periods.
- ✓ I have read this [Mandatory BYOD document](#) (above) and agree to comply with the policy and specifications requirements.
- ✓ I have reviewed the [BYOD Device Specifications](#) (above) and have ensured my device meets the minimum outlined specifications.
- ✓ I understand that inappropriate use of my device may result in confiscation of my device and disciplinary action
- ✓ I understand that any staff member has the right to inspect and confiscate a device if there are suspected violations of Carlingford High School's BYOD policy and [DoE Student use of digital devices and online services](#).
- ✓ I understand that any violations of this policy may result in the loss of network/device privileges.

I agree that I will abide by Carlingford High School's BYOD policy and DoE Student use of digital devices and online services.

I agree to all terms above.

Student Name: _____
Family Name Given Name Year Group

Parent/Caregiver: I understand that my child will be responsible for abiding by the Carlingford High School's BYOD Policy and DoE Student use of digital devices and online services.

I have read and discussed these documents with my child and I understand the responsibility they have in the use of their personal device.

Date: ___/___/___
Student signature In the presence of – Parent/Caregiver signature

Please complete this declaration and return to the **Front Office** before or on your First Day.